



**TRAVIS
AUDUBON**
Listen. Look. And Learn.

Inspiring Conservation through Birding

Executive Director

About Travis Audubon Society

Travis Audubon is a 501(c)(3) nonprofit organization whose vision is to inspire conservation through birding. Founded in 1952, Travis Audubon is the oldest conservation organization in central Texas. It is an independent chapter of the National Audubon Society with an operating budget of almost \$1 million, endowments totaling \$6 million, and more than 1,700 members in central Texas.

Travis Audubon owns and manages three nature preserves—Baker (700+ acres), Chaetura Canyon (12 acres), and Blair Woods (10 acres)—and has a partnership with Austin’s Parks and Recreation Department for the restored prairie project at Commons Ford Metro Park. Scores of skilled volunteers and six full-time staff manage both formal and informal education programs and events in schools, public venues, and at our sanctuaries. Board and volunteer committees include advocacy, education, field trips, outreach/member meetings, youth, IDEA (inclusion, diversity, equity and access) and committees for each of the sanctuaries.

Travis Audubon renewed its strategic plan in the summer of 2021 and affirmed its commitment to IDEA values in fall 2020. Vision planning is underway with the assistance of a consulting firm to make Blair Woods the future location of a community nature center and hub for education programming.

Travis Audubon maintains offices in the Hyde Park neighborhood of Austin, Texas. Staff work within a hybrid schedule, balancing in-office time, field work, and remote work.

For additional information about Travis Audubon, please visit www.travisaudubon.org.

Position Overview:

Travis Audubon is seeking a skilled and dynamic Executive Director to lead the organization through a time of continuing growth. The Executive Director is responsible for day-to-day operations and developing and managing the human and financial resources needed to implement the mission and achieve strategic and programmatic goals. The Executive Director reports to the Board of Directors.

General Responsibilities

- Recruit, train and motivate staff; provide regular and ongoing supervision of Development Manager, Programs Manager, Operations & Finance Coordinator, Land Manager & Educator, and Program Coordinator.
- Work with the board to develop and maintain governance policies, strategic priorities, and partnerships that advance and sustain Travis Audubon’s core mission and programs.
- Collaborate on the creation of an annual development plan, maintaining and expanding relationships with donors, organizing an annual awards gala, and diversifying funding sources; lead major donor cultivation and requests.
- Ensure compliance with all IRS, state and local laws and regulations, as well as nonprofit best practices.

- Manage volunteer corps to meet program goals and maximize outreach.
- Oversee management and maintenance of the organization's three sanctuaries and partnership with the City of Austin at Commons Ford Metro Park.
- Ensure the overall financial health of the organization by maintaining and improving financial policies and procedures, creating an annual budget in collaboration with the finance committee and key staff, monitoring and reporting on financial performance and position. Oversee annual audit, Form 990 filing, and insurance review.
- Lead staff and board through regular long-term strategic planning, laying the groundwork for a future capital campaign.
- Oversee all branding and communications, including website, weekly e-blast blog, social media, and annual report.
- Serve as the organization's primary spokesperson and effectively articulate the mission, vision, and conservation priorities of Travis Audubon.
- Maintain and enhance Travis Audubon's conservation profile and advocacy efforts through networking and partnering with local, state, and national conservation organizations.

Preferred Qualifications

- Bachelor's degree, master's degree preferred.
- Passion for the mission of Travis Audubon.
- At least five years of nonprofit leadership and staff management experience.
- Experience with nonprofit financial management.
- Proven fundraising success; capital campaign experience preferred.
- Experience building relationships and sustaining partnerships with diverse communities.
- Superb interpersonal skills and the ability to engage diverse constituencies, including members, government officials, like-minded organizations, and foundations.
- Excellence in written and verbal communication, including public speaking.
- Demonstrated success in facilitating and implementing organizational strategic and operational plans.
- A can-do attitude, concern for people and communities, and a sense of humor.
- Flexibility to work occasional evening and weekend events.
- Ability to lift 25 pounds.

This Executive Director position is a full-time, exempt position. The salary range is \$100,000 to \$125,000, commensurate with experience. Benefits include vacation time accrued at a minimum of eight hours per month, three personal days, 80 hours annual sick leave, 12 paid holidays in addition to the business days between Christmas and New Year's Day, a 3% IRA match, up to six weeks paid parental leave, and 100% employer-paid health and dental insurance.

How to Apply:

Travis Audubon's Board of Directors invites qualified candidates to submit a resume and cover letter (combined into one pdf file) to travisaudubonsearch@gmail.com with "Executive Director" in the subject line. Applications will be accepted until the position is filled.

Travis Audubon is an equal opportunity employer and considers applicants for all positions without regard to race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status. Candidates must be authorized to work in the U.S.